

| Institutional Handbook of Operating Procedures<br>Policy 07.01.02 |                                                                |
|-------------------------------------------------------------------|----------------------------------------------------------------|
| Section: Student Policies                                         | Responsible Vice President: Executive Vice President & Provost |
| Subject: Student Services and Activities                          | Responsible Entity: Student Services                           |

## I. Title

*UTMB Student Fee Advisory Committee*

## II. Policy

Texas Education Code 54.5031 requires institutions to create a Student Fee Advisory Committee. The purpose of the Student Fee Advisory Committee is to advise the governing board and administration of the institution on the type, amount, and expenditure of “Compulsory Fees” only for student services under section 54.503 of the code. The Student Fee Advisory Committee does not provide guidance or recommendations on “Voluntary Fees” or “Incidental Fees” as defined under sections 54.503 and 54.504 of the code respectively.

## III. Procedure

### A. Membership

As defined by Texas Education Code 54.5031, the advisory committee shall be composed of nine student members:

1. Five student members shall be appointed by the Student Government Association. Appointees must be representatives of all students enrolled at the institution. Appointees must be enrolled for not less than six semester credit hours at the institution. Three students are to be appointed to serve two-year terms and two students are to be appointed to serve one-year terms on the committee.
2. Four members of the committee who are representatives of the entire institution will be appointed by the president of the institution. Nominees shall be sought from each school so that there is equal representation on the committee.

If a student member of the committee withdraws from the institution, they must resign from the committee. Any vacancy in an appointive position on the committee shall be filled for the unexpired portion of the term in the same manner as the original appointment.

### B. Ex-Officio Membership (without vote)

1. Associate Vice President of University Student Services and Registrar
2. Chief Financial Officer for the Academic Enterprise
3. Graduate School of Biomedical Sciences Designee
4. School of Health Professions Designee
5. John Sealy School of Medicine Designee
6. School of Nursing Designee
7. School of Public and Population Health Designee

### C. Chair

Associate Vice President of University Student Services and Registrar

**D. Charge**

The Student Fee Advisory Committee shall:

1. Study the type, amount, and expenditure of a compulsory fee under Section 54.503 of the code; and
2. Meet with appropriate administrators of the institution. Submit a written recommendation on the type, amount, and expenditure of any changes or additions to compulsory fees proposed for the next academic year.
3. Before recommending the student fee budget to the governing board of the institution, the president of the institution shall consider the recommendations of the committee. If the president's recommendations to the governing board are substantially different from the committee's recommendations to the president, the administration of the institution shall notify the committee no later than the last date on which the committee may request an appearance at the board meeting. On request of a member of the committee, the administration of the institution shall provide the member with a written report of the president's recommendations to the board.

**E. Addendum**

For the purposes of the functioning of this committee, the following excerpts are included from the Texas Education Code defining student service and compulsory fee. The full code for Tuition and Fees can be found online at: <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.54.htm>

Sec. 54.503. STUDENT SERVICES FEE. (a) For the purposes of this section:

1. "Student Services" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Section 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.
2. "Compulsory Fee" means a fee that is charged to all students enrolled at the institution.

**IV. Relevant Federal and State Statutes**

[Texas Education Code §54.503](#)

[Texas Education Code §54.5031](#)

**V. Dates Approved or Amended**

|                              |                                 |
|------------------------------|---------------------------------|
| <i>Originated:</i> 6/18/2015 |                                 |
| <i>Reviewed with Changes</i> | <i>Reviewed without Changes</i> |
| 08/27/2025                   | 08/27/2018                      |

**VI. Contact Information**

Student Services  
(409) 747-9055